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Form **990-EZ**Department of the Treasury
Internal Revenue Service**Short Form**
Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

OMB No 1545-1150

2008Open to Public
Inspection

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$1,000,000 and total assets less than \$2,500,000 at the end of the year may use this form.

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2008 calendar year, or tax year beginning **SEP 1, 2008** **and ending** **AUG 31, 2009**

B Check if applicable: ☒ Address change ☐ Name change ☐ Initial return ☐ Termination ☐ Amended return ☐ Application pending	Please use IRS label or print or type See Specific Instructions	C Name of organization		D Employer identification number
		Bethel Education Association		91-6171823
		Number and street (or P O box, if mail is not delivered to street address)		Room/suite
		201 43rd Ave. SE		253-845-1872
City or town, state or country, and ZIP + 4		F Group Exemption Number		
Puyallup, WA 98374-2183				

• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting method ☐ Cash ☒ Accrual
Other (specify) ▶

I Website: ▶ N/A**H Check** ☒ if the organization is not**J Organization type** (check only one) — ☒ 501(c) (5) ◀ (insert no) ☐ 4947(a)(1) or ☐ 527

required to attach Schedule B (Form 990, 990-EZ, or 990-PF)

K Check ☐ if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts, if \$1,000,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ **210,705.****Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (See the instructions for Part I)

Revenue	1	Contributions, gifts, grants, and similar amounts received	1	
	2	Program service revenue including government fees and contracts	2	
	3	Membership dues and assessments	3	208,135.
	4	Investment income	4	
	5a	Gross amount from sale of assets other than inventory	5a	
	5b	Less cost or other basis and sales expenses	5b	
	5c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a) (attach schedule)	5c	
	6	Special events and activities (complete applicable parts of Schedule G) If any amount is from gaming, check here ☐	6	
	6a	Gross revenue (not including \$ _____ of contributions reported on line 1)	6a	
6b	Less direct expenses other than fundraising expenses	6b		
6c	Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
7a	Gross sales of inventory, less returns and allowances	7a		
7b	Less cost of goods sold	7b		
7c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
8	Other revenue (describe ▶ <u>Interest Income</u>)	8	2,570.	
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	210,705.	
Expenses	10	Grants and similar amounts paid (attach schedule) Stmt 4	10	2,500.
	11	Benefits paid to or for members	11	
	12	Salaries, other compensation, and employee benefits	12	106,306.
	13	Professional fees and other payments to independent contractors	13	5,449.
	14	Occupancy, rent, utilities, and maintenance	14	4,260.
	15	Printing, publications, postage, and shipping	15	
	16	Other expenses (describe ▶ <u>See Statement 1</u>)	16	85,746.
	17	Total expenses. Add lines 10 through 16	17	204,261.
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)	18	6,444.
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	169,458.
	20	Other changes in net assets or fund balances (attach explanation)	20	
	21	Net assets or fund balances at end of year. Combine lines 18 through 20	21	175,902.

Part II Balance Sheets. If total assets on line 25, column (B) are \$2,500,000 or more, file Form 990 instead of Form 990-EZ

(See the instructions for Part II)

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	119,856.	134,038.
23 Land and buildings	0.	29,725.
24 Other assets (describe ▶ <u>See Statement 2</u>)	54,088.	27,099.
25 Total assets	173,944.	190,862.
26 Total liabilities (describe ▶ <u>Accounts Payable</u>)	4,486.	14,960.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	169,458.	175,902.

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12-17-08

LHA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990.

Form **990-EZ** (2008)

18P

SCANNED JAN 19 2010

Part V Other Information (Note the statement requirements in the instructions for Part VI.)

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity		X
34	Were any changes made to the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes	X	
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T		
a	Did the organization have unrelated business gross income of \$1,000 or more or section 6033(e) notice, reporting, and proxy tax requirements?	X	
b	If "Yes," has it filed a tax return on Form 990-T for this year?		X
36	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," complete applicable parts of Sch. N		X
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions		
b	Did the organization file Form 1120-POL for this year?		X
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?		X
b	If "Yes," complete Schedule L, Part II and enter the total amount involved		
39	Section 501(c)(7) organizations Enter		
a	Initiation fees and capital contributions included on line 9		
b	Gross receipts, included on line 9, for public use of club facilities		
40a	Section 501(c)(3) organizations Enter amount of tax imposed on the organization during the year under section 4911 <u>N/A</u> , section 4912 <u>N/A</u> , section 4955 <u>N/A</u>		
b	Section 501(c)(3) and (4) organizations Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," complete Schedule L, Part I		
c	Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d	Enter amount of tax on line 40c reimbursed by the organization		
e	All organizations At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T		
41	List the states with which a copy of this return is filed <u>None</u>		
42a	The books are in care of <u>Patti Taylor</u> Telephone no <u>(253) 845-1872</u> Located at <u>201 43rd Ave SE - Puyallup, WA</u> ZIP + 4 <u>98374</u>		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country <u>See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.</u>		
c	At any time during the calendar year, did the organization maintain an office outside of the U S ? If "Yes," enter the name of the foreign country <u></u>		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here ☐ and enter the amount of tax-exempt interest received or accrued during the tax year <u>43</u> <u>N/A</u>		
44	Did the organization maintain any donor advised funds? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes," Form 990 must be completed instead of Form 990-EZ		X

Form 990-EZ (2008)

Part VI Section 501(c)(3) organizations only. All section 501(c)(3) organizations must answer questions 46-49 and complete the tables for lines 50 and 51.

- 46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I
- 47 Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II
- 48 Is the organization operating a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E
- 49a Did the organization make any transfers to an exempt non-charitable related organization?
- b If "Yes," was the related organization(s) a section 527 organization?
- 50 Complete this table for the five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

	Yes	No
46		
47		
48		
49a		
49b		

(a) Name and address of each employee paid more than \$100,000 N/A	(b) Title and average hours per week devoted to position	(c) Compensation	(D) Contributions to employee benefit plans & deferred compensation	(E) Expense account and other allowances
Total number of other employees paid over \$100,000				

- 51 Complete this table for the five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and address of each independent contractor paid more than \$100,000 N/A	(b) Type of service	(c) Compensation
Total number of other independent contractors each receiving over \$100,000		

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here: Signature of officer: *Thomas W. Gray* Date: *01/05/10*

Type or print name and title

Paid Preparer's Use Only: Preparer's signature: *Laird S. Vanetta* Date: *01/18/09* Check if self-employed: ☐ Preparer's Identifying Number (See instr.):

Firm's name (or yours if self-employed), address, and ZIP + 4: *Tremper & Co., LLP*
3131 Elliott Avenue; Ste 290
Seattle, WA 98121

EIN:
Phone no: *(206) 285-4456*

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Form 990-EZ	Other Expenses	Statement	1
Description		Amount	
Supplies and Office		22,851.	
Conferences and Conventions		18,786.	
Member Services		9,437.	
President's Expense		4,533.	
Board Expense		1,548.	
Temp Help and Sub Dues		28,591.	
Total to Form 990-EZ, line 16		85,746.	

Form 990-EZ	Other Assets	Statement	2
Description	Beg. of Year	End of Year	
Accounts Receivable	16,715.	17,266.	
Building Deposit	30,000.	0.	
Other Depreciable Assets	7,373.	9,833.	
Total to Form 990-EZ, line 24	54,088.	27,099.	

Form 990-EZ	Occupancy, Rent, Utilities and Maintenance	Statement	3
Description		Amount	
Depreciation/Amortization		4,260.	
Total to Form 990-EZ, line 14		4,260.	

Form 990-EZ

Cash Grants and Allocations

Statement 4

<u>Class of Activity/Donee's Name and Address</u>	<u>Donee's Relationship</u>	<u>Amount</u>
Scholarship BEST Scholarship Fund Puyallup, WA 98374	none	2,500.
Total Included on Form 990-EZ, Line 10		<u>2,500.</u>

FORM 990-EZ

Information Regarding Transfers
Associated with Personal Benefit Contracts

Statement 5

- A) Did the organization, during the year, receive any funds,
directly or indirectly, to pay premiums on a personal
benefit contract? [] Yes [X] No
- B) Did the organization, during the year, pay premiums,
directly or indirectly, on a personal benefit contract? . . [] Yes [X] No

Contract maintenance for members. Organization is a teachers association for Bethel School District. Activities include grievance proceedings, arbitration and representation for teachers at the state and national levels.

990-EZ Pg 2

Statement 7

To promote the cause of education on behalf of its members.

2008 DEPRECIATION AND AMORTIZATION REPORT

Form 990-EZ Page 1

990-EZ

Asset No	Description	Date Acquired	Method	Life	Line No	Unadjusted Cost Or Basis	Bus % Excl	* Reduction In Basis	Basis For Depreciation	Accumulated Depreciation	Current Sec 179	Current Year Deduction
14	Buildings											
14	Building	040109	ADS	40.00	20C	30,000.			30,000.			275.
	* 990-EZ Pg 1 Total											
	Buildings					30,000.		0.	30,000.	0.	0.	275.
	Furniture & Fixtures											
	(D) Gateway E6000											
1	Desktop Computer	112102	SL	3.00	16	2,357.			2,357.	2,357.		0.
2	(D) AT&T Wireless Phone	111202	SL	3.00	16	196.			196.	196.		0.
3	Olympus C4000 Digital Camera	112102	SL	5.00	16	555.			555.	555.		0.
4	(D) HP ScanJet	112102	SL	5.00	16	399.			399.	399.		0.
5	HP LaserJet 4520	083105	SL	5.00	16	827.			827.	496.		165.
6	Web Site Development Costs	061505		60M	43	12,730.			12,730.	8,274.		2,548.
7	HP Printer (50%)	030706	SL	5.00	16	776.			776.	388.		155.
8	HP Laptop, Docking Station, and Monitor	072007	SL	5.00	16	2,189.			2,189.	474.		438.
9	Palm Treo & cord, Pres	111307	SL	3.00	17	581.			581.	97.		194.
10	Cabinetry for new offices	042209	SL	7.00	19C	4,803.			4,803.			343.
11	Desk, president	031009	SL	7.00	19C	756.			756.			54.
12	Computer, v-card 50%, 12pt	012209	SL	5.00	19B	453.			453.			45.
13	Printer 50%	060509	SL	5.00	19B	432.			432.			43.
	* 990-EZ Pg 1 Total											
	Furniture & Fixtures					27,054.		0.	27,054.	13,236.	0.	3,985.

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04-25-08

(D) - Asset disposed

* ITC, Section 179, Salvage, Bonus, Commercial Revitalization Deduction, GO Zone

2008 DEPRECIATION AND AMORTIZATION REPORT

Form 990-EZ Page 1

990-EZ

Asset No	Description	Date Acquired	Method	Life	Line No	Unadjusted Cost Or Basis	Bus % Excl	* Reduction In Basis	Basis For Depreciation	Accumulated Depreciation	Current Sec 179	Current Year Deduction
	* Grand Total 990-EZ Pg 1 Depr & Amort					57,054.		0.	57,054.	13,236.	0.	4,260.

Depreciation and Amortization 990-EZ
 (Including Information on Listed Property)

▶ See separate instructions. ▶ Attach to your tax return.

OMB No 1545-0172

2008

Attachment
Sequence No 67

Bethel Education Association

Form 990-EZ Page 1

91-6171823

Part I Election To Expense Certain Property Under Section 179 Note: If you have any listed property, complete Part V before you complete Part I

1	Maximum amount. See the instructions for a higher limit for certain businesses	1	250,000.
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation	3	800,000.
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2007 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5	11	
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	12	
13	Carryover of disallowed deduction to 2009. Add lines 9 and 10, less line 12	13	

Note: Do not use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Do not include listed property.)

14	Special depreciation for qualified property (other than listed property) placed in service during the tax year	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	758.

Part III MACRS Depreciation (Do not include listed property.) (See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2008	17	194.
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B - Assets Placed in Service During 2008 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only - see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a 3-year property						
b 5-year property		885.	5 Yrs.	HY	SL	88.
c 7-year property		5,559.	7 Yrs.	HY	SL	397.
d 10-year property						
e 15-year property						
f 20-year property						
g 25-year property			25 yrs.		S/L	
h Residential rental property	/		27.5 yrs.	MM	S/L	
	/		27 5 yrs.	MM	S/L	
i Nonresidential real property	/		39 yrs.	MM	S/L	
	/			MM	S/L	

Section C - Assets Placed in Service During 2008 Tax Year Using the Alternative Depreciation System

20a Class life					S/L	
b 12-year			12 yrs.		S/L	
c 40-year	04 /09	30,000.	40 yrs.	MM	S/L	275.

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return Partnerships and S corporations - see instr.	22	1,712.
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

Part V Listed Property (Include automobiles, certain other vehicles, cellular telephones, certain computers, and property used for entertainment, recreation, or amusement.)

Note: For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.

Section A - Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles.)

24a Do you have evidence to support the business/investment use claimed? ☐ Yes ☐ No **24b** If "Yes," is the evidence written? ☐ Yes ☐ No

(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Business/ investment use percentage	(d) Cost or other basis	(e) Basis for depreciation (business/investment use only)	(f) Recovery period	(g) Method/ Convention	(h) Depreciation deduction	(i) Elected section 179 cost
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25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use

25

26 Property used more than 50% in a qualified business use:

		%						
		%						
		%						

27 Property used 50% or less in a qualified business use:

		%				S/L -		
		%				S/L -		
		%				S/L -		

28 Add amounts in column (h), lines 25 through 27. Enter here and on line 21, page 1

28

29 Add amounts in column (i), line 26. Enter here and on line 7, page 1

29

Section B - Information on Use of Vehicles

Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person.

If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles.

	(a) Vehicle	(b) Vehicle	(c) Vehicle	(d) Vehicle	(e) Vehicle	(f) Vehicle
30 Total business/investment miles driven during the year (do not include commuting miles)						
31 Total commuting miles driven during the year						
32 Total other personal (noncommuting) miles driven						
33 Total miles driven during the year. Add lines 30 through 32						
34 Was the vehicle available for personal use during off-duty hours?	Yes	No	Yes	No	Yes	No
35 Was the vehicle used primarily by a more than 5% owner or related person?						
36 Is another vehicle available for personal use?						

Section C - Questions for Employers Who Provide Vehicles for Use by Their Employees

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who are not more than 5% owners or related persons.

37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?	Yes	No
38 Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners		
39 Do you treat all use of vehicles by employees as personal use?		
40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received?		
41 Do you meet the requirements concerning qualified automobile demonstration use?		

Note: If your answer to 37, 38, 39, 40, or 41 is "Yes," do not complete Section B for the covered vehicles

Part VI Amortization

(a) Description of costs	(b) Date amortization begins	(c) Amortizable amount	(d) Code section	(e) Amortization period or percentage	(f) Amortization for this year
-----------------------------	------------------------------------	------------------------------	------------------------	---	--------------------------------------

42 Amortization of costs that begins during your 2008 tax year:

--	--	--	--	--	--

43 Amortization of costs that began before your 2008 tax year

43

2,548.

44 Total. Add amounts in column (f). See the instructions for where to report

44

2,548.

BYLAWS BETHEL EDUCATION ASSOCIATION

November, 2009

ARTICLE 1 TERMS OF OFFICE

Section 1 Officers and Executive Board

- A. Two-year terms**
 - 1. President**
 - 2. Vice President**
 - 3. Secretary**
 - 4. Treasurer**
 - 5. Chief Bargainer (appointed & ex-officio)**
- B. Two-year terms**
 - 1. Executive Board Elementary and Secondary Representatives shall serve for a period of two (2) years.**

ARTICLE 2 ELECTIONS

Section 1

For each Bethel site, the faculty who are active members of the Association shall be entitled to one (1) faculty representative for each fifteen (15) members or fraction thereof on the Representative Council.

Section 2

Executive Board, UniServ Delegates, WEA Delegates-at-Large, and NEA Delegates-at-Large.

- A. Any member of the Association may file for the office of President, Vice President, Secretary, Treasurer, Elementary (2 Positions), Secondary (two Positions), or At-Large Representative. No member may hold more than one (1) office.**

Elections for the Offices of President and Secretary shall be held during odd-numbered years. Elections for the Vice-President and Treasurer shall be held during even-numbered years. Elections for the 1st Elementary Representative position and the 1st Secondary Representative positions shall be held in odd-numbered years. Elections for the 2nd Elementary Representative position, the 2nd Secondary Representative position, and the At-Large Representative position shall be held in even-numbered years.

UniServ, WEA, and NEA Representative Assembly positions are also open for any member. If any position remains open with no candidate filed, the Representative Assembly may nominate candidates to fill these positions, or the President may appoint delegates to the SUC RA, WEA RA & NEA RA.

- B. If no ethnic minority members have filed for at least one (1) WEA delegate position, then one (1) delegate position shall be designated for ethnic minority representation in accordance with the rules and regulations of the Washington Education Association.
- C. Elections for UniServ Representatives at large (positions #6-11) shall be held during even-numbered years. Elections for WEA and NEA Representatives at large shall be held each year no later than six (6) weeks prior to the WEA RA or according to the WEA or NEA requirements. The results shall be reported at the next Representative Assembly meeting.
- D. Elections shall be in alignment with WEA/NEA guidelines.

ARTICLE 3 RESPONSIBILITIES OF THE EXECUTIVE BOARD

Section 1:

The Executive Board, by majority vote, shall have the power to censure, suspend, or expel members according to due process.

Section 2:

The Executive Board shall develop a budget for the financial operation of the Association and present it to the Representative Assembly.

Section 3:

The Executive Board shall have the power to approve emergency non-budget expenditures and shall report all such approval to the Representative Assembly for inclusion in a revised budget.

Section 4:

The Executive Board shall carry out the program and policies of the Representative Assembly, WEA, and NEA.

Section 5:

The Executive Board shall report all pertinent transactions to the membership.

Section 6:

The Executive Board shall recommend negotiation parameters with the District to the Representative Assembly for its action.

Section 7:

The Executive Board shall certify all items negotiated with the District.

Section 8:

The Executive Board shall be responsible to see that the members of the Representative Assembly function adequately on behalf of their constituents.

Section 9:

The Executive Board shall certify the election of officers and Association representatives.

Section 10:

The Executive Board shall empower the President to establish committees.

Section 11:

The Executive Board shall approve the appointment of all commission and committee chairpersons.

Section 12:

The Executive Board shall confirm Presidential pro-tem appointments.

Section 13: Arbitration

The Executive Board shall review all requests for arbitration (or mediation arbitration) made by members of the bargaining unit and shall issue a final and binding decision on whether or not to submit the grievance to arbitration.

If the Executive Board receives a written request from a grievant to appeal a decision made by the Grievance Commission not to submit his/her grievance to arbitration, the Executive Board shall schedule a hearing on the matter within ten (10) days after receiving the request and shall issue a decision on the appeal within ten (10) days of the hearing.

If the Executive Board denies a request by the Grievance Commission to submit a grievance to arbitration, the grievant may appeal the Executive Board's decision in the same manner as mentioned in the previous paragraph.

Section 14:

The Executive Board may authorize the President to sign waivers or Memoranda of Understanding (MOUs) pertaining to the Collective Bargaining Agreement.

ARTICLE 4: RESPONSIBILITIES OF OFFICERS

Section 1:

The President shall:

- A. Preside over the General Membership, Executive Board, Representative Assembly and other special meetings of the membership.
- B. Appoint a parliamentarian and all committees and commission chairpersons subject to the approval of the Executive Board.
- C. Appoint the members of the negotiating team and designate the chief negotiator, subject to the approval of the Representative Assembly
- D. Appoint the members of the Grievance Commission and designate the chairperson, subject to the approval of the Executive Board.
- E. Appoint pro-tem officers in the event of any office being vacated.
- F. Be an ex-officio member of all committees.
- G. Before leaving office, compile a "State of the Association" report for the incoming President. Such report shall include as a minimum: 1) Current matters under discussion with the District; 2) Outstanding grievances; 3) Current areas of concern within the Association; and 4) A chronological guideline of job responsibilities.

H. Represent the Association before the public and at all School Board meetings, either personally or through a designee(s).

I. Perform all other functions usually attributed to this office.

J. Upon taking office, assume position number one (1) of the WEA Representative Assembly, the NEA Representative Assembly and the Summit UniServ Representative Assembly delegations from the Bethel Education Association.

Section 2:

The Vice President shall:

A. Become familiar with the duties and responsibilities of the President including a working knowledge of the Constitution and Bylaws.

B. Assume the duties of the President in the President's absence, resignation, or death.

C. Be an ex-officio member of all committees.

D. Coordinate committee activities.

E. Assist the President at the President's request.

F. Upon election, assume position number two (2) of the WEA Representative Assembly, the NEA Representative Assembly and the Summit UniServ Representative Assembly delegations from the Bethel Education Association.

Section 3:

The Secretary shall:

A. Keep accurate minutes of all General Membership, Executive Board, and Representative Assembly meetings.

B. Keep and maintain the official files of the Association.

C. Chair the Balloting Commission and direct all balloting procedures.

D. Upon election, assume position number three (3) of the WEA Representative Assembly, the NEA Representative Assembly and the Summit UniServ Representative Assembly delegations from the Bethel Education Association.

Section 4:

The Treasurer shall:

A. Receive, report, and be responsible for all monies of the Association.

B. Keep an accurate account of receipts and expenditures.

C. Pay all duly authorized bills.

D. Keep the books open for inspection by any member.

E. Arrange for an audit of the previous fiscal year's books to be conducted by an outside professional Auditor in compliance with WEA guidelines. The report of the audit shall be presented to the Executive Board.

F. Attend Representative Council meetings and give a Treasurer's Report at each meeting.

G. File such reports as required by law.

H. Upon election, assume position number four (4) of the WEA Representative Assembly, the NEA Representative Assembly and the Summit UniServ Representative Assembly delegations from the Bethel Education Association

Section 5:

If the Immediate Past President qualifies as a member of the bargaining unit, he/she may:

A. Advise the Executive Board.

B. Assist the President at the President's request.

C. Assume position number five (5) of the WEA Representative Assembly delegation from the Bethel Education Association.

Section 6:

The remaining members of the Executive Board shall:

A. Automatically assume positions six (6), seven (7), eight (8), nine (9), ten (10) and (11) eleven of the WEA Representative Assembly delegation from the Bethel Education Association and the NEA Representative Assembly up to the number of open delegate positions each year.

B. Perform all duties of the Executive Board as outlined in Article 2 of the Bylaws.

ARTICLE 5: RESPONSIBILITIES OF THE REPRESENTATIVE ASSEMBLY

Section 1:

Propose local dues for membership approval.

Section 2:

Approve the annual budget of the Association before November 1.

Section 3:

Approve the Bylaws of the Association.

Section 4:

Establish and maintain committees.

Section 5:

Act on reports of committees.

Section 6:

Approve parameters for negotiations with the District.

Section 7:

Powers not delegated to the Executive Board or other groups within the Association shall be vested in the Representative Assembly.

ARTICLE 6 DUTIES OF THE SITE REPRESENTATIVES

Section 1:

Site Representatives shall attend the regular monthly meeting of the Representative Assembly unless they receive prior excuse from the President. Representatives may designate a substitute from within their own site to attend in their absence.

Section 2:

After two (2) consecutive unexcused absences or a total of any three (3) unexcused absences in any school year, the President may declare the position vacant and call for a special faculty election to fill out the term. The election committee shall organize the special election.

Section 3:

The Building/Itinerant Representative shall: a) call faculty meetings of the Association's members to discuss Association business; b) appoint such committees as the Association may require; c) oversee building elections and the enrollment of new members; d) assist faculty membership in initiating the grievance procedure; and e) facilitate a two-way Association communication within the building/specialty areas.

ARTICLE 7: COMMISSIONS

Section 1: Bargaining Team Commission

- A. Shall consist of Association members appointed by the President with the approval of the Representative Assembly.**
- B. Shall represent the Association in all matters of negotiations with the Bethel School Board as prescribed by the laws of the state of Washington.**
- C. May utilize any resource person the Chief Negotiator suggests.**
- D. Appointments will be made by the President & approved by the Representative Assembly.**
- E. Shall make recommendations to the Executive Board pertaining to waivers to the Collective Bargaining Agreement.**
- C. Chief Negotiator will be an ex-officio member of the Executive Board.**

Section 2:

Balloting Commission

- A. Shall be chaired by the Secretary, except when the Secretary's name is on the ballot.**

- B. Shall consist of at least three (3) members appointed by the chairperson, and not on the ballot.
- C. Shall conduct all balloting according to these Bylaws and/or WEA and NEA requirements.
- D. Shall prevent any member running for an office to count ballots.

Section 3:

Summit UniServ Representative Assembly Commission

- A. The BEA UniServ Council Representatives shall consist of BEA President, Vice President, Secretary, Treasurer, and additional representative(s).
- B. The total number of delegates from BEA shall be determined by the Bylaws of the Summit UniServ Council.
- C. Representatives-at-large are to be elected by the membership.

Section 4:

~~The~~ Grievance Commission

- A. Shall coordinate the processing of all grievances and complaints.
- B. Shall maintain a grievance file of all grievances filed at any step of the grievance procedure.
- C. Shall communicate regularly with the Executive Board.
- D. Shall make recommendations concerning arbitration(s) to the Executive Board.

In the event the Grievance Commission recommends that a grievance not be submitted to arbitration, the grievant may, within ten (10) working days after receiving the decision from the Grievance Commission, request a hearing with the Bethel Education Association Executive Board to appeal the decision of the Grievance Commission.

Section 5:

WEA Representative Assembly

- A. The WEA Representative Assembly delegation shall consist of the following officers in order of occurrence:
 1. President- position #1
 2. Vice President - position #2
 3. Secretary - position #3
 4. Treasurer - position #4
 5. Immediate Past President - position #5
 6. Executive Board positions (6) six – (10) eleven
 7. Chief Bargainer – position #11

- B. If additional representatives are needed, delegate positions will be filled with Members-at-Large.

Section 6:

NEA Representative Assembly

- A. The NEA Representative Assembly delegation shall consist of the President and additional delegate(s) elected by the membership in accordance with these Bylaws and all requirements of the National Education Association.
- B. If additional representatives are needed, delegate positions will be filled with remaining members of the Executive Board.

ARTICLE 8: DISBURSEMENT OF FUNDS

Section 1:

The Treasurer is hereby authorized and directed to reimburse the Bethel Education Association, Washington Education Association, and National Education Association dues for the individuals currently holding the elected office of President and members of the Bargaining Team. Such payment is to be made from the Association's treasury.

Section 2:

The Association will, at the direction of the Executive Board, pay the annual percentage rate as approved by the IRS per mile for travel to any Association members for the use of their vehicles while on Association business. Request for such payment shall state: date of trip, distance traveled, reason for the trip, list of passengers, amount to be paid, and signature of the driver. If funds are limited, first priority will be paid to drivers of carpools.

ARTICLE 9: MEETINGS

Section 1:

A. The Representative Assembly shall meet monthly, preferably, on the fourth Wednesday of each month. The Executive Board shall make necessary calendar changes if the regular meeting date should fall on a non-school day or is in conflict with other meetings. No regular meeting shall be held during the months of June, July, or August.

B. The Executive Board shall meet according to a calendar it establishes yearly.

C. Special meetings of the Representative Assembly, Executive Board, or General Membership may be called at the direction of the President, with the consent of the majority of the Executive Officers.

Section 2:

A. Except as stipulated in the Constitution and Bylaws, the Association shall be governed by Sturgis Standard Code of Parliamentary Procedure.

B. A quorum shall consist of a simple majority of the voting members of any body, with the exception of general membership meetings, where a quorum shall consist of twenty-five percent (25%) of the membership.

ARTICLE 10: SCHOLARSHIPS

Section 1:

The Association shall make an annual contribution \$2,500.00 to the B.E.S.T. Scholarship Fund, to be dispersed in five (5) scholarship awards in the amount of \$500.00 each to recipients selected by the B.E.S.T. selection committee. The Association's Treasurer shall coordinate with the BEST representative to ensure that this contribution is made with the understanding that these scholarships are made available to any graduating high-school senior of the Bethel School District entering a post-secondary program in the field of education, regardless of their parent's affiliation or non-affiliation with the Association.

ARTICLE 11: RATIFICATION OF THE COLLECTIVE BARGAINING AGREEMENT:

Section 1

The General Membership of the Bethel Education Association approves collective bargaining agreements. The membership-at-large must be notified and have access to the content of those agreements twenty-four hours before a vote is taken.

The attached documents are an accurate and complete copy of the original.

By:

Thomas A. Green

Title:

President

Date:

Jan 05, 2010